

UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT

No. 118

Job Vacancy

Nov. 3, 2004

NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and/or residency permits to be eligible for consideration.

OPEN TO:	All U.S. Citizens
POSITION:	RECEPTIONIST/CLERK TYPIST, FSN-6; FP-8*
OPENING DATE:	Wednesday, November 3, 2004
CLOSING DATE:	Friday, November 19, 2004
WORK HOURS:	Full-time – 40 hours/week
SALARY:	*Not-Ordinarily Resident: FP-8 (The position will commence at the FSN-5; FP-9 training grade. Ordinarily Resident LCP/FSN-5)

The U.S. Embassy in Bogota is seeking a U.S. Citizen for employment in country for the position of Receptionist/Clerk Typist in the Drug Enforcement Administration (DEA).

BASIC FUNCTION OF POSITION

This position is in the DEA Bogota Country Office, Administrative Unit. The incumbent provides receptionist, clerical and administrative assistance to the Administrative Unit.

QUALIFICATIONS REQUIRED

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. The candidate must be a U.S. Citizen, at least 21 years of. All applicants must be able to obtain a Top Secret clearance. The mission of the Drug Enforcement Administration is to provide a drug free environment. Applicants, when applying for a position with DEA, must be aware of security clearance standards regarding any previous drug usage or experimentation. For further clarification/information, please contact the DEA Administrative Office.
- b. Education: Completion of secondary school is required.
- c. Prior Work Experience: Two years of typing and clerical/secretarial experience is required.
- d. Language Proficiency: Language Proficiency: Level III (Good working knowledge) Speaking/Reading English is required. Level III (Good working knowledge) Speaking/Reading Spanish is required.
- e. Knowledge: Knowledge of the duties, priorities, commitments, policies and program goals of the staff sufficient to perform non-routine assignments such as summarizing information from files, and coordinating the work of the group with the work of other offices is required.
- f. Skills and Abilities: Proficiency in typing is required. Skills in the use of automation equipment and of computer software needed to perform work involving automated systems is required.
- g. Must be able to complete a one year appointment.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

- 1. Application for U.S. Federal Employment (SF-171 or OF-612)**
<http://bogota.usembassy.gov>; or
- 2. A current resume or curriculum vitae that provides the same information as an OF-612; plus**
- 3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.**
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NOTE: Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions.

“Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM’s and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota”.

SUBMIT APPLICATION TO

American Embassy Bogota
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

Embassy employees must submit the employment application to the Human Resources Office receptionist. U.S. EFMs not yet residing at post may submit applications via fax (57-1) 383-2088 or e-mail. Applications will not be returned. Applicants should keep a copy for their files.

DEFINITIONS:

1. Appointment Eligible Family Member (AEFM): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- U.S. citizen
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
- Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: FRIDAY, NOVEMBER 19, 2004

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

DISTRIBUTION: "D"

RECEPTIONIST CLERK TYPIST - DEA.DOC.

